PREAMBLE: To promote consistency in the development, modification, and presentation of university-wide policies, this section was adopted in the fall of 2005. This section establishes a process for the creation and change of all university-wide policies; there is a policy coordinator in the person of the faculty secretary, a web-based tracking system for new and changing policies, and a web-based tool for offering comments on policies as they are developed at [http://www.webs.uidaho.edu/uipolicy/](http://www.webs.uidaho.edu/uipolicy/). In July 2011 text from the removal of APM 35.31 was included in A; in addition, several processes were clarified and updated throughout the policy. [rev. 7-11]

A. General: The combined participation of students, faculty, and staff is essential in the formulation of policies for the University of Idaho to properly discharge its responsibilities to society; and only through deliberation in the democratic tradition can the best policy decisions be made. The constitution of the university faculty (FSH 1520) provides for a democratic form of governance, including essential means of communication among students, faculty, and staff for making policy changes. This section contains the process applicable to the adoption of new or amended university-wide policies and procedures. The university anticipates that the development and amendment of unit level policies will follow similar review processes for notice and coordination, as appropriate in each case. [rev. 7-11]

A-1. Adopting Policies: All university-wide policies are adopted in a common format and in the manner described below, in order to promote consistency amongst university-wide policies. This process also ensures that there is general knowledge within the campus community of how to adopt a concept into policy and how to access the policy-making and policy-amending process. [ed. 7-11]

A-2. Context of University Policies: All university policies fall within a hierarchy of laws, statutes and regulations. University policies are subject to compliance with laws and regulations instituted by higher governing authorities in the following order of hierarchy: [ed. 7-11]

1. Federal laws and regulations
2. State laws and regulations
3. Board of Regents/State Board of Education policies and procedures
4. University-wide policies and procedures
5. College policies and procedures (including centers/institutes) [ed. 7-11]
6. Unit policies and procedures [ed. 7-11]

B. Definitions:

B-1. Draft policy format: the form in which all proposed new and amended university policies shall be submitted for review and approval. The draft format is set out at the end of this chapter.

B-2. Minor amendment: any change to an existing policy that is limited to making the policy or policies consistent with controlling legal authority, including Board policy, or that is a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the policy.

B-3. Originator: a person(s) or group of person(s) with a proposed new or amended policy. [add. 7-07]

B-4. Policy: a governing principle that embraces general goals and mandates or constrains actions. All proposed policies should include any general procedures necessary for implementation. [ren. 7-07]

B-5. Policy Coordinator: the individual designated by the administration with responsibility Faculty Secretary; he or she is responsible for coordinating, assisting with, and tracking all university-wide policies. The policy coordinator shall faculty secretary may work closely with delegate policy coordinator duties as necessary within the office of faculty secretary. [ren. 7-07]
B-6. **Policy Sponsor:** the responsible unit administrator having responsibility with the subject area of a proposed new or amended policy. [add. 7-07]

B-7. **Procedure:** a statement(s) that prescribes specific actions to be taken to implement established policies. [ren. 7-07]

B-8. **Responsible unit:** an office within the university with primary responsibility for a specific area of focus. An example of a responsible unit is the office of Human Resources, which has primary responsibility for employment, benefits, and training and development issues, except in relation to faculty promotion and tenure processes which resides in the provost office. [ren. 7-07]

B. 9. **Reviewing Body:** typically a university standing committee or ad hoc task force created to review a proposed new or amended policy. [add. 7-07]

B-10. **University-wide Policy:** a policy that has application across the institution. [ren. 7-07]

C. **Creation or Amendment of University-wide Policy**

C-1. **Initial Policy Development or Amendment**

i) A person(s) or group of persons (originator) with a new policy or policy amendment concept or proposal develops the concept into a draft policy format and discusses the policy with the responsible unit administrator, as applicable, having responsibility within the subject area of the proposed policy. This unit administrator becomes the policy sponsor with responsibility to work with the originator(s) to evaluate the concept or proposal, and to facilitate appropriate and timely action. [ed. 7-07]

ii) The policy originator in coordination with the sponsor is responsible for drafting the proposed policy. The Faculty Secretary Policy Coordinator and General Counsel’s offices are available at any time for advice in the initial drafting of a new policy and/or if the amendments are extensive or substantive. Upon its completion in approved format, the policy sponsor coordinates with the policy coordinator. [rev. 7-11]

C-2. **Policy Review, Comment, and Approval**

i) Policy Coordinator: Upon receipt of a proposed new or amended policy, the policy coordinator reviews the policy and decides whether (1) the necessary broad review has been completed, (2) the policy is in the proper format and, (3) if an amendment, the amendment is a minor amendment. As needed, the policy coordinator will confer with the faculty secretary, senate staff council leadership, general counsel, and/or the provost to decide on appropriate review steps. [rev. 7-11]

a) All proposed new policies and amendments, other than minor amendments, are referred to the appropriate reviewing bodies as identified by the policy sponsor, and the policy coordinator and faculty secretary. In particular, the policy coordinator shall ensure that senate and staff council leadership are consulted regarding policies relating within matters of shared faculty governance are referred to the Faculty Senate. Once near final form and/or submitted to the Faculty Senate, a university policy number will be assigned by the Office of the Faculty Secretary Policy Coordinator and the proposed policy posted to the university policy website. The review status of all proposed new policies and amendments is also posted and kept current on the policy web site. [ed. 7-09, rev. 7-11]

b) All minor amendments are approved by the policy coordinator once in final form and posted on the policy web site. [ed. 7-11]

ii) At a minimum, the review process includes general notice of the policy, and an opportunity for those interested in the policy to comment on the policy. The policy sponsor seeks to inform and
solicit comments from the appropriate individuals or groups/committees of the university community, including the groups and individuals most affected by the proposed policy within the faculty, staff, students and administration. A list of all changes is prepared, as needed (a minimum of once a **semester** year), published on the policy website, announced in the UI-Daily Register and sent out by mass email as requested by the Policy Coordinator through Today@Idaho. [rev. 7-11]

**iii)** The policy sponsor and any designated review committee, reviews the comments, makes recommendations on the policy based on the review and the comments received, and incorporates any revisions into the draft policy [ed. 7-11].

**iv)** The final revised policy is made generally available and, if within the purview of faculty governance, submitted to the Faculty Senate for review and recommendation through the faculty to the president. All other policies shall be submitted by the policy sponsor to the president for approval and signature. The President’s Office forwards policies to the State Board of Education/Regents of the University of Idaho for notification and approval, as necessary. [ed. 7-09, 7-11]

**v)** Once the president takes final action on a university-wide policy or the policy coordinator takes final action on a minor amendment other than a permissible clerical or grammatical change, the results of the final action are published on the policy web site tracking sheet and in the Senate Annual Report presented each fall to incoming Senate of policy actions taken in the previous year. (See FSH 1420 for time periods for presidential action on Faculty Senate items). [ed. 7-09, rev. 7-11]

**C-3. Temporary Emergency Policy**

**i)** Notwithstanding subsections C-1 and C-2, the president may adopt, amend or suspend a policy without prior notice and comment, or upon any abbreviated notice and comment that is practicable, if it is established that a failure to act promptly will result in serious prejudice to the interests of the university or of the parties concerned.

**ii)** A policy adopted, amended or suspended under this subsection is temporary and may be effective for a period of not longer than 180 days. Action under this subsection does not preclude the subsequent adoption, amendment or suspension of an identical policy under subsections C-1 and C-2. [ed. 7-06]

**D. Policy Implementation:** All new and amended policies go into effect on July 1, or January 1, whichever arrives first after final approval, unless otherwise specified in the policy. The policy coordinator tracks all new and amended policies approved by the president and makes the new policy available on the web by the effective date.